

Bankruptcy Case Opening Attorney Users Procedure

These instructions will guide you through the steps to open a bankruptcy case in the **CM-ECF** application.

STEP 1 Access the **CM-ECF** database then left click on the Bankruptcy hypertext link on the **CM-ECF Main Menu Bar**.

◆ The
**Bankruptcy
Events**
menu
display
s. (See
**Figure
1.**)



1

Figure

STEP 2

Left
click

A screenshot of the 'Open New Bankruptcy Case' form in the CM-ECF application. The form has a yellow background and a dark blue header with the 'CM-ECF' logo and navigation links. The form fields include: 'Case Number' (text input), 'Office' (dropdown menu with 'Delaware' selected), 'Date Filed' (text input with '6/27/2001'), 'Chapter' (dropdown menu with '11' selected), 'Joint Petition' (dropdown menu with 'n' selected), 'Case Type' (dropdown menu with 'bk' selected), and 'Deficiencies' (dropdown menu with 'n' selected). At the bottom of the form are 'Next' and 'Clear' buttons.

click on the Open a BK Case hypertext link. An **OPEN NEW BANKRUPTCY CASE** screen displays. (See **Figure 2.**)

Figure 2

- ◆ The default selection in the **Office** box is Delaware.
- ◆ The current date is displayed in the **Date Filed** box.
 - This date cannot be changed.
- ◆ Select the correct chapter for the petition you are filing.
 - The default in the **Chapter** box is 11.
 - If the correct chapter for the petition is NOT chapter 11, left click the drop down arrow in the **Chapter** box.
 - Left click the correct chapter number.
- ◆ The default in the **Joint Petition** box is “n” for no.
 - If you are filing a joint petition, left click the drop down arrow in the **Joint Petition** box.
 - Left click “y” to select yes.
- ◆ The default in the **Case Type** box is “bk” for bankruptcy.
 - Do NOT change the default entry.
- ◆ The default in the **Deficiencies** box is “n” for no.
 - Do NOT change the default entry.
- ◆ Left click **[Next]** to continue.

STEP 3 The **SEARCH FOR A PARTY** screen displays. (See Figure 3.)

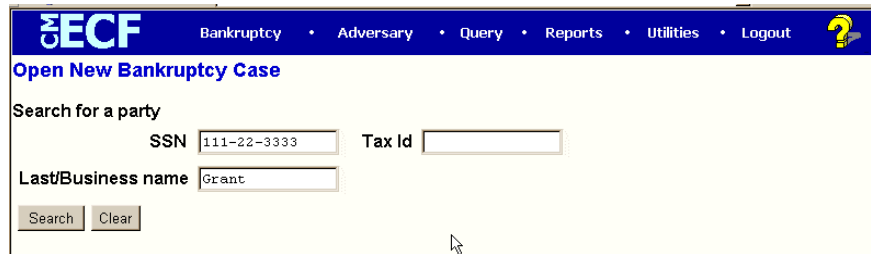


Figure 3

NOTE: On this screen you will be entering “search clues”. When you have finished entering the debtor’s information, CM-ECF will search to see if the debtor has already been added. If the debtor is not in the CM-ECF data base, you will need to enter information about the debtor. If the debtor is already in the CM-ECF data base, you will need to review the debtor information for accuracy and make any needed corrections.

- ◆ If the debtor is an individual, left click in the **SSN** box and key the debtors social security number in the format nnn-nn-nnnn.
- ◆ If the debtor is a business, left click in the **Tax Id** box and key the debtors tax identification number in the format nn-nnnnnnn.

NOTE: If the debtor has both a social security number and a tax identification number, only key the social security number.

- ◆ Left click in the **Last/Business name** box and key the debtor’s last or business name.

NOTE: Refer to the Style Guide for the correct format and punctuation rules for individual and business debtor names.

- ◆ Left click **[Search]** to continue.

STEP 4 If the debtor is not already in the CM-ECF data base, the message “No Person Found” displays on the **SEARCH FOR A PARTY** screen. (See Figure 4.)

NOTE: If the debtor is already in the CM-ECF data base, follow the procedure in Attachment A.

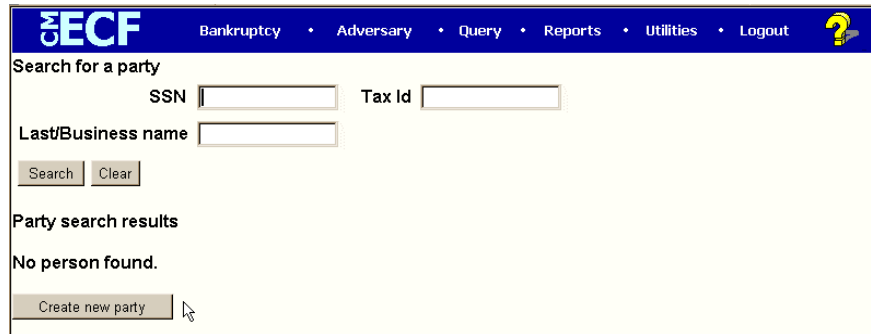


Figure 4

- ◆ Left click **[Create New Party]** to continue.

STEP 5 The **PARTY INFORMATION** screen displays. (See Figure 5.)

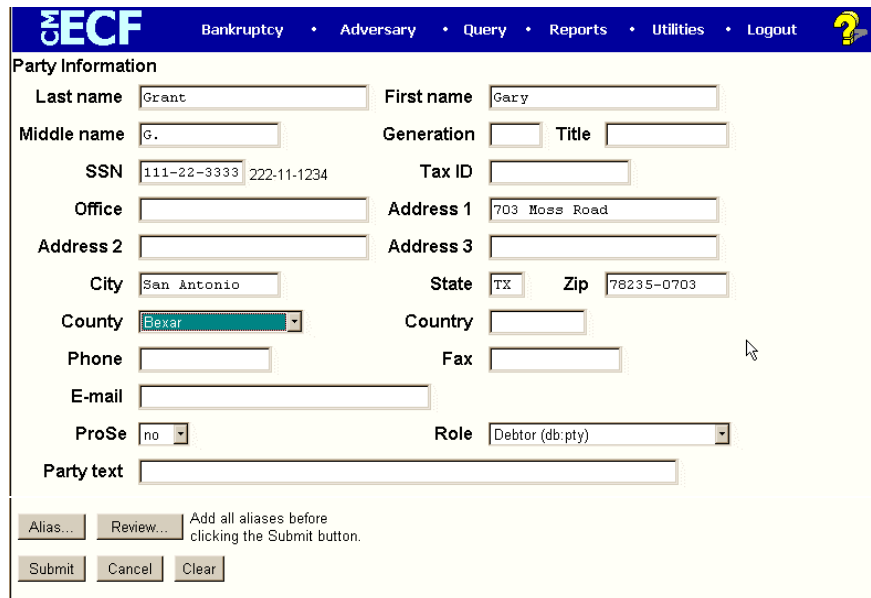


Figure 5

NOTE: Refer to the Style Guide for the correct format and punctuation rules for individual and business debtor names, addresses, and State abbreviations.

- ◆ The name you keyed in the **Last/Business name** box on the previous screen is already displayed in the **Last Name** box.

- ◆ Use your tab key to advance through the boxes.
- ◆ If the debtor is an individual, key the debtors first name.
- ◆ If applicable, key the debtors middle name and generation.
- ◆ Do not key anything in the **Title** box.
- ◆ The social security number or tax identification number you keyed in the **SSN** or **Tax Id** box on the previous screen is already displayed in the **SSN** or **Tax Id** box on this screen.
- ◆ Do not key anything in the **Office** box.
- ◆ Key the debtors mailing address.
- ◆ Key the state using the standard Postal state abbreviation (in caps.).
- ◆ Select the appropriate county.
 - Left click the drop down arrow in the **County** box.
 - Type the first letter of the county name for a faster search.
 - Left click the correct county name to select.
- ◆ Do not key anything in the **Phone** box.
- ◆ Accept the default of “no” in the **Pro se** box.
- ◆ Accept the default of “debtor” in the **Role** box.
- ◆ Key any debtor title (i.e, a Delaware Corporation, Guardian of the State, etc.) in the **Party Text** box.
- ◆ If the debtor does NOT have an alias, left click **[Submit]** to continue.

NOTE: If the debtor does have one or more aliases, follow the procedure in Attachment B.

STEP 6 The **BANKRUPTCY STATISTICAL INFORMATION** screen displays. (See Figure 6.)

CM-ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case

Type of debtor ☐ Individual ☒ Corporation ☐ Partnership ☐ Other
☐ Railroad ☐ Stockbroker ☐ Commodity Broker

Fee status Paid **Asset notice** Yes

Nature of debt business **Estimated number of creditors** 50-99

Voluntary voluntary **Estimated assets** \$50,001-\$100,000

Origin Zero **Estimated debts** \$100,001-\$500,000

Date split/transfer **Small business** n

Next Clear

Figure 6

- ◆ Select the type of debtor.
 - If appropriate, left click to un-check the default entry in “Individual”.
 - Left click to check as many check box boxes as appropriate.
- ◆ The default in the **Fee Status** box is “paid”.
 - If the filing fee is to be paid in installments, left click the drop down arrow in the **Fee Status** box.
 - Type “i” for installments.
- ◆ The default in the **Nature of Debt** box is “consumer.”
 - If the nature of debt is not consumer, left click the drop down arrow in the **Nature of Debt** box.
 - Left click to select “business”, or type “b”.
- ◆ The default in the Voluntary box is “Voluntary”.
 - If the petition is involuntary, left click the drop down arrow in the Voluntary box.
 - Left click to select “involuntary” or type “i”.
- ◆ Always accept the default in the **Origin** box (“Original”).
- ◆ Do NOT key a date in the **Date Split/Transfer** box (leave blank.)

- ◆ The default in the **Asset Notice** box is “no”.
 - Always accept the default “no” if the chapter is 7.
 - If the chapter is NOT 7, left click the drop down arrow in the **Asset Notice** box.
 - Left click to select “Yes”, or type “y”.
- ◆ The default in the **Estimated Number of Creditors** box is “1-15”.
 - If the correct entry is not “1-15”, left click the drop down arrow in the **Estimated Number of Creditors** box.
 - Left click to select the appropriate entry.
- ◆ The default in the **Estimated Assets** box is “\$0-\$50,000”.
 - If the correct entry is not “\$0-\$50,000”, left click the drop down arrow in the **Estimated Asset** box.
 - Left click to select the appropriate entry.
- ◆ The default in the **Estimated Debts** box is “\$0-\$50,000”.
 - If the correct entry is not “\$0-\$50,000”, left click the drop down arrow in the **Estimated Debts** box.
 - Left click to select the appropriate entry.
- ◆ If you are opening a chapter 11 or chapter 12 case, indicate whether or not the debtor is a small business.
 - The default in the **Small Business** box is “n” (no).
 - If the correct entry is not “n”, left click the drop down arrow in the **Small Business** box.
 - Left click to select “y” (yes).

NOTE: If you are not opening a chapter 11 or chapter 12 case, the **Small Business** box will not display on this screen.

- ◆ Left click **[Next]** to continue.

STEP 7 The **Select the pdf document** screen displays. (See Figure 7.)

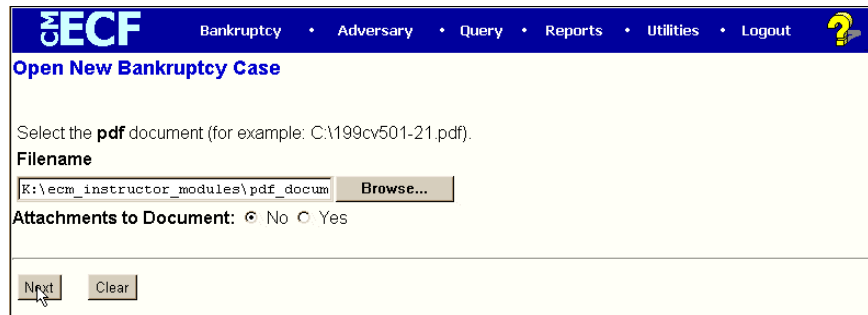


Figure 7

- ◆ Select the PDF filename of the voluntary petition you are filing.
 - Click **[Browse]** and locate the file.
 - Double-click the file name.
 - Verify that the path and file name of the document you have selected displays in the **Filename** box.
 - Verify the **Attachments to Document** selection is no.

NOTE: Schedules, Statements of Financial Affairs, and other documents should be included in a single PDF “primary” document and not submitted as separate attachments. Chapter 13 plans are a separate docket event.

- ◆ Left click **[Next]** to continue.

STEP 8 An **Open New Bankruptcy Case** screen displays. (See Figure 8.)

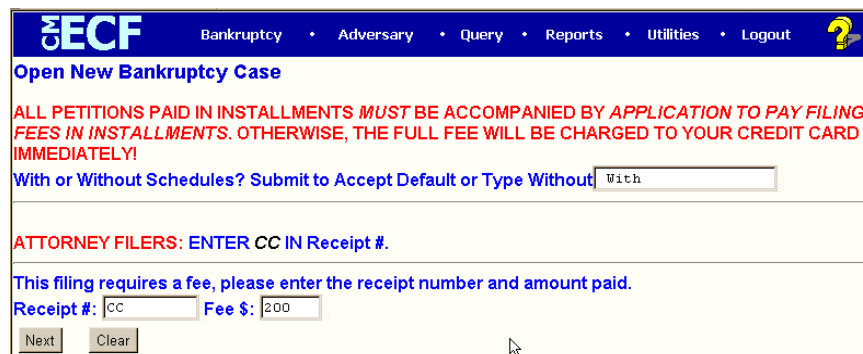


Figure 8

NOTE: In order to use the CM-ECF application, our court requires each attorney user to maintain a credit card number in our billing files. When you file a voluntary petition, the court will bill the attorney's credit card for the full filing fee the first working day following the FILED date of the petition. The court will check to determine if an application to pay filing fees installments was filed the same day the petition was filed. If so, the court will not charge the filing fee to the attorney's credit card.

- ◆ The prompt "With or Without Schedules? Submit to Accept Default or Type Without" is displayed on the screen with the text "with" in the adjacent text box.
 - If the voluntary petition is being filed WITHOUT accompanying schedules and statements, left click in the adjacent text box and key the word "*without*" to replace the word "*with*".
 - If the voluntary petition is being filed WITH accompanying schedules and statements, do not change the text in the adjacent text box.
- ◆ The prompt "Attorney filers please enter CC in Receipt #" is displayed on the screen.
 - Left click in the Receipt # box and key "CC" (in caps.).

NOTE: Attorneys must complete this entry even if the filing fee is to be paid in installments.

- ◆ Left click [Next] to continue. (See figure 8a.)

CM-ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case

ALL PETITIONS PAID IN INSTALLMENTS MUST BE ACCOMPANIED BY APPLICATION TO PAY FILING FEES IN INSTALLMENTS. OTHERWISE, THE FULL FEE WILL BE CHARGED TO YOUR CREDIT CARD IMMEDIATELY!

With or Without Schedules? Submit to Accept Default or Type Without

ATTORNEY FILERS: ENTER CC IN Receipt #.

This filing requires a fee, please enter the receipt number and amount paid.

Receipt #: Fee \$:

Figure 8a

- ◆ Verify the accuracy of the docket text.

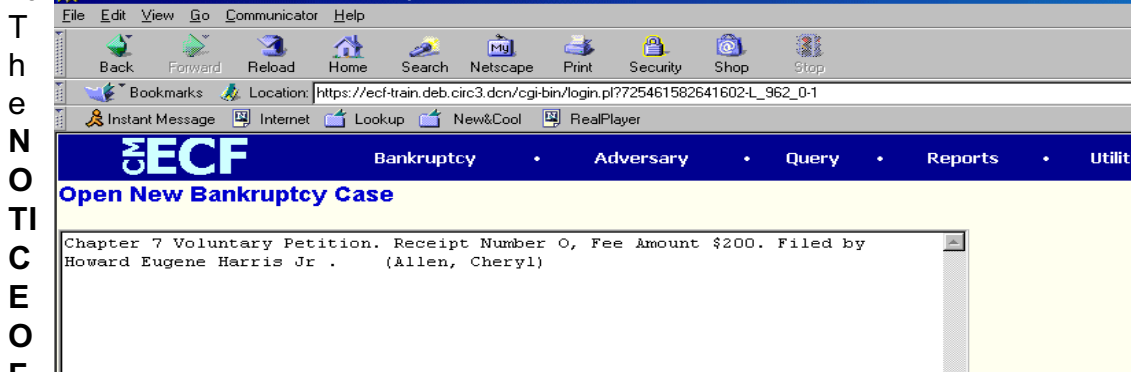
- ◆ If the docket text is incorrect: left click the browser **[Back]** button at the top of screen one or more times to find the screen to be modified.
- ◆ To abort or restart the transaction, left click the Bankruptcy Events hypertext link on the **CM-ECF Main Menu Bar**.
- ◆ Left click **[Submit]** to continue.

STEP 9 The **FINAL APPROVAL** screen displays. (See Figure 9.)

Figure 9

- ◆ Re-verify the accuracy of the docket text.
- ◆ If the docket text is incorrect, left click the browser **[Back]** button at the top of screen one or more times to find the screen to be modified.
- ◆ To abort or restart the transaction, click on the Bankruptcy Events hypertext link on the **CM-ECF Main Menu Bar**.
- ◆ Left click **[Submit]** to continue.

STEP 10



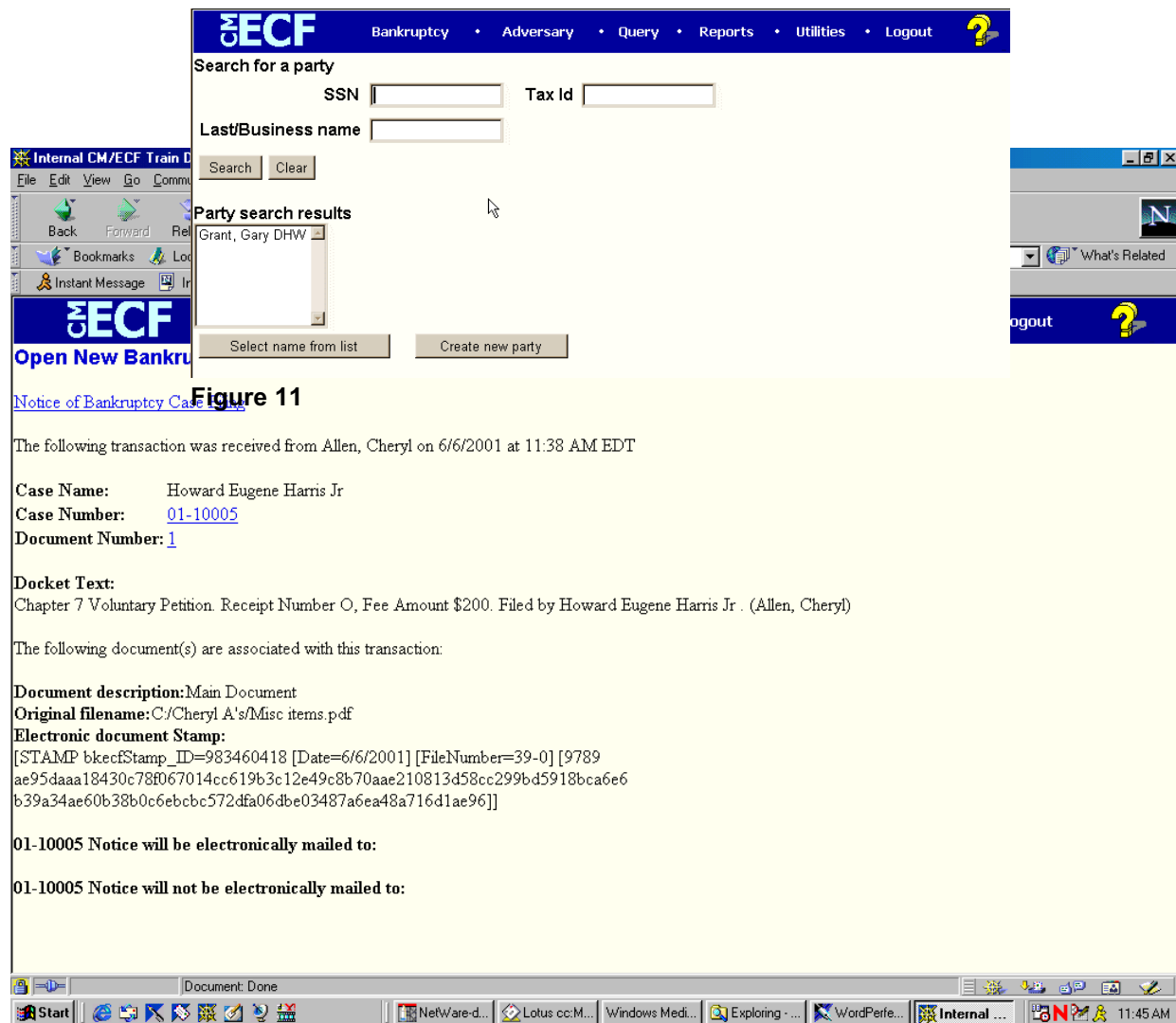
ELECTRONIC FILING screen displays. (See Figure 10.)

Figure 10

- ◆ Click the browser **[Print]** button to print out the Notice of Electronic Filing or convert the notice to an .html file.

ATTACHMENT A

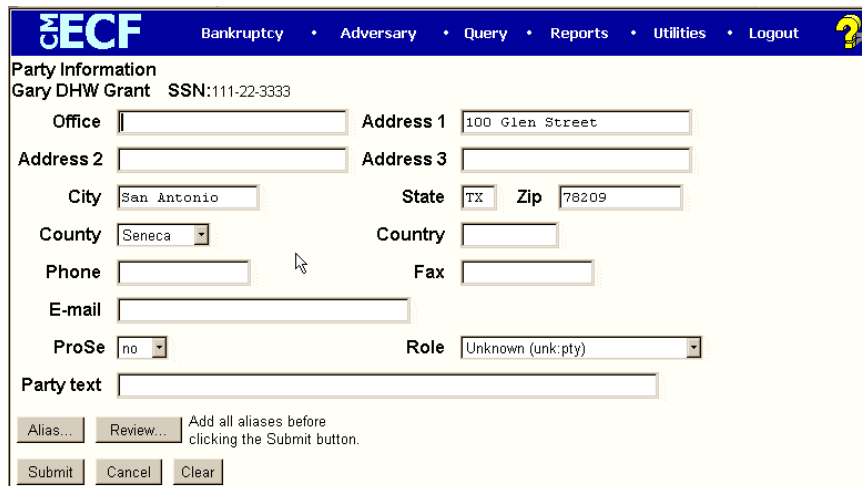
STEP A1 If the debtor is in the CM-ECF application, the **Party search results** box displays. (See Figure 11.)



- ◆ If the correct debtor name is displayed:
 - Left click on the correct debtor name to select.
 - Left click **[Select name from list]** to continue.
- ◆ If the correct debtor name is NOT displayed:
 - Left click **[Create new party]** to continue.
- ◆ Return to **STEP 5** in the main procedure.

ATTACHMENT B

STEP B1 To add aliases, left click **[Alias]** in the **PARTY INFORMATION** screen. (See Figure 12.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information
Gary DHW Grant SSN:111-22-3333

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

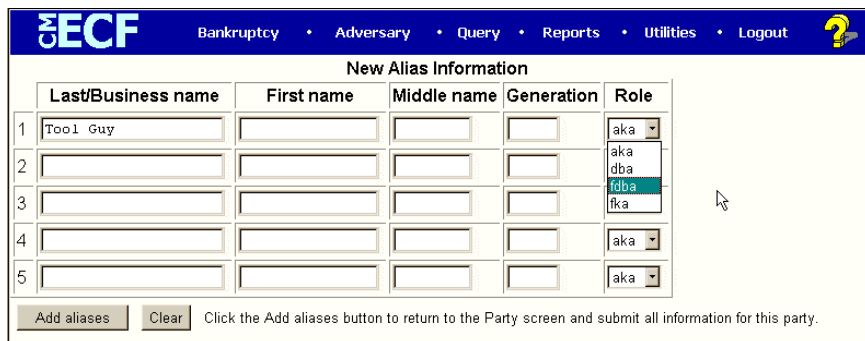
Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

Figure 12

STEP B2 The **NEW ALIAS INFORMATION** screen displays. (See Figure 13.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

New Alias Information

	Last/Business name	First name	Middle name	Generation	Role
1	Tool Guy	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	dba
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka

Add aliases Clear Click the Add aliases button to return to the Party screen and submit all information for this party.

Figure 13

- ◆ You can add up to five alias names on this screen
- ◆ Complete one line for each alias you want to add.
 - Left click in the **Last/Business** name box.
 - Key the last name of an individual alias or the business alias name.
 - If the alias is for an individual, left click in the **First name**, **Middle name** and **Generation** box and key the appropriate information.

- The default in the **Role** box is “aka” (also known as). Attachment B con’t.

- If the alias role is not “aka”, left click the drop down arrow in the **Role** box.
 - Left click to select “fka” (formerly known as), “dba” (doing business as), or “fdba” (formerly doing business as).
- ◆ When you have added all the aliases you want or all five lines have been completed, left click **[Add aliases]**.

STEP B3 The **PARTY INFORMATION** screen displays again (See Figure 12.)

- ◆ You can review the aliases you have added for the debtor so far.
- Left click **[Review]**.
 - The **ATTORNEY(S)/ALIAS(ES) ADDED** screen displays. (See Figure 14.)

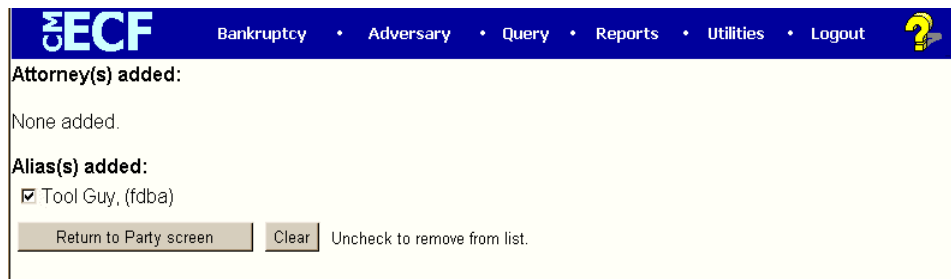
The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the screen is divided into two sections. The first section, titled 'Attorney(s) added:', shows 'None added.' The second section, titled 'Alias(s) added:', shows a list with one entry: 'Tool Guy, (fdba)' with a checked checkbox. At the bottom of the list, there are two buttons: 'Return to Party screen' and 'Clear'. To the right of the 'Clear' button, there is a link that says 'Uncheck to remove from list.' A yellow question mark icon is visible in the top right corner of the interface.

Figure 14

- All alias(es) you have added are displayed.
 - You can left click the check box by an alias name to remove that name from the list.
 - Left click **[Return to Party screen]** to continue.
- ◆ You can also add additional aliases.
- Left click **[Alias]** on the **PARTY INFORMATION** screen.
 - A blank **NEW ALIAS INFORMATION** screen displays. (See Figure 14.)
 - Add up to five alias(s) following the procedure described in **STEP**

B2.

Attachment B con't.

- ◆ When all alias(s) have been added, return to **STEP 5** in the main procedure.